

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Administrative Services Bureau is seeking a well-qualified and highly motivated candidate to fill the position of Senior Departmental Personnel Assistant.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title or **Senior Departmental Personnel Assistant** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Daniel Aceves
Administrative Services Bureau
9150 East Imperial Highway
Downey, California 90242
Phone: (626) 260-7277

Please email documents to:
Daniel.Aceves@probation.lacounty.gov with the subject line "Senior Departmental Personnel Assistant."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Excellent interpersonal skills and ability to interact effectively with all levels of staff.
- Strong verbal and written communication skills.
- Dependable and resourceful; ability to prioritize tasks.
- Proficient in the operation of Microsoft Word, Excel, Outlook and eHR.
- Strong organizational skills and the ability to work independently to produce an accurate and thorough work product.

Duties

- Directs and supervises the Risk Management/Badge and Identification Card Control Unit. Provides technical and administrative supervision to a Senior Typist-Clerk, including assigning and reviewing work products, approving absences, evaluating job performance, providing training, and taking disciplinary action when needed.
- Oversees and evaluates the Unit's work performance; plans and coordinates the program's assignments; and identifies, analyzes, develops, and implements procedures to improve the program's efficiency.
- Analyzes, develops, makes recommendations, and implements performance measures and procedure controls to ensure accuracy and efficiency to ensure the Unit continues to operate in accordance with all proposed and implemented regulations and procedures.
- Oversees the preparation and distribution of quarterly department management reports documenting badge activity, specifically lost, unaccounted and unreturned badges.
- Ensures proper procedures are followed and within established standards, as well as analyze and makes recommendations for the solution of problems that affect the Unit.
- Oversees, manages, and directs the maintenance of the BMS program, which is used by the Department to track all badges and identification cards.

Vacancy Information This transfer opportunity is located at the Probation Headquarters, 9150 East Imperial Highway, Downey, California 90242.

THIS IS NOT A CIVIL SERVICES EXAMINATION.

Available Shift Day
Contact Name Daniel Aceves
Contact Phone (626) 260-7277
Contact Email Daniel.Aceves@probation.lacounty.gov
Job Field Administration
Job Type Administrative Support

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